



# BUS BUZZ



IDAHO STATE DEPARTMENT STUDENT TRANSPORTATION PROGRAM

DECEMBER 2008

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### Pre-Approval Requests

Pre-approval is required for reimbursement consideration of bus safety options, initial and annual routing software, special transportation contracts, replacement bus radios, and many other unique purchases.

Pre-approvals should be submitted online in the System for Idaho School Transportation Reporting (SISTR). Log in at [www.sde.idaho.gov/Transportation/SISTR/default.asp](http://www.sde.idaho.gov/Transportation/SISTR/default.asp), save contact information, and select Pre-Approval Request. Requests typically take a few weeks to process, and then the approval or denial will be available for viewing in SISTR by selecting Submitted Reports and Requests Archive.

Bus safety option pre-approval requests need to be submitted in advance of bidding a bus. When submitting a request for safety options, include the anticipated bus arrival date and bus number. Bus safety options that currently require pre-approval include air conditioning, automatic chains, diesel-fueled 45,000 BTU auxiliary heating system, electromagnetic driveline retarder, empty/passenger bus check system, front bumper-mounted student crossing arm, heated entry steps, pre-school age seating, roof-mounted rear air deflector,

### NEWSLETTER NAME



We are still going to change the name of the newsletter! Rather than the previously suggested names in the last newsletter, we have decided to ask you, our readers, to give us ideas to vote on.

Please Submit Name Suggestions to:  
Angela Tracy, 650 W. State St., Boise, ID 83702  
email: [atracy@sde.idaho.gov](mailto:atracy@sde.idaho.gov)  
(208) 332-6851

Please submit by  
February 13, 2009



Visit our website at  
[www.sde.idaho.gov/site/transportation/](http://www.sde.idaho.gov/site/transportation/)

second stop arm, strobe light, and wheelchair lift package.

If uncertain whether a purchase requires pre-approval, please contact your Regional SDE Transportation Specialist for guidance.

## Field Trip Request Form

Effective July 1, 2008, SDE began requiring districts to track field trips using a field trip request form that incorporates a content standards reference number and/or attachment of classroom curriculum. A sample Field Trip Request Form is available online at [http://www.sde.idaho.gov/site/transportation/annual\\_reporting.htm](http://www.sde.idaho.gov/site/transportation/annual_reporting.htm). The form lists a series of yes/no questions to determine if a field trip is eligible for state reimbursement.

The current form online was recently updated to include an additional yes/no descriptive question. The change is in reference to the existing Standards for Idaho School Buses and Operations (SISBO) requirement, wherein activities under the jurisdiction and sponsorship of the Idaho High School Activity Association (IHSAA) are not reimbursable.

All districts should be using a field trip request method that will clearly identify all required information, such as, a field trip description, related content standards/curriculum, and reimbursement eligibility criteria questions.

## Funding Cap Model

The preliminary FY2008 Transportation Funding Cap Model is now available online at <http://www.sde.idaho.gov/site/transportation/>. The preliminary report shows an approximate statewide reimbursement of \$75 million, which is

an increase of 7.5%, reporting 21 capped school districts, and approximately \$515,000 in capped funds. The report is preliminary and will continue to change throughout this fiscal year as audits are completed.

Idaho Code 33-1006 outlines the funding cap and criteria for granting waivers to the funding cap. Waivers may be granted over the 103% cap based on the percentage of a district's hardship bus runs. To qualify as a hardship bus run, the bus run must display uniquely geographic circumstances and meet at least two of the following criteria:

- a. **Number of student riders per mile is less than 50% of the statewide average number of student riders per mile.**
- b. **Less than a majority of the miles on the bus run are by paved surface, concrete or asphalt, road.**
- c. **Over 10% of the miles driven on the bus run are a 5% slope or greater.**

If a district meets the above criteria, a waiver for the hardship bus runs may be granted. For example, if a district or charter school has 10 routes and is granted a waiver for one hardship route, they would be allowed a 113% cap instead of a 103% cap for that year's reimbursement.

A Funding Cap Appeal Application is available online in SISTR and is due to SDE by January 15, 2009. Capped districts may submit an appeal/waiver request for routes that may qualify as hardship routes. After review of the applications, SDE will visit districts to evaluate possible hardship routes and coordinate with districts to submit appeals to the State Board of Education.

## Buster the Bus at Roberts Elementary

Students at Roberts Elementary school in



### REGULARLY SCHEDULED NEWS LETTER

Starting this year we will begin putting out the News Letter on the below listed dates. An e-mail with a link to the news letter will be sent out on or around that date leaving room for a couple of days to be late due to weekends and office scheduling.

**September 1**

**December 1**

**March 1**

**May 15**



the Jefferson School District were invited to participate in a Buster the Bus training session with the district transportation personnel Monica Tobias and Sally Bielby. The first grade teacher Connie Surerus took the training a little bit further and when she got back in the classroom after the training she wanted to see how much

the kids had learned and what they could remember. To her surprise the students learned a lot from Buster. Some of the rules they recalled included:

- No standing while the bus is moving,
- Not crawling under the seats or standing on the seats,
- No eating or chewing gum while on the bus,
- No running after the bus when it is moving, and
- Keep at least 10 feet away from the bus at all times.

Connie has been teaching for the district and could remember when the district was doing fund raisers to get enough money so they could purchase their own Buster the bus. Of the 26 students in the first grade class, 21 of them ride the bus everyday to and from school. The kids were amazed and enjoyed how Buster had all of the equipment that a real bus does, including the stop arm.

## REMINDER/ MARCH 31st

Consideration for safety busing reimbursement will be contingent on the application for "Request for Safety Busing Reimbursement" being received by the State Department of Education Transportation Section on or before March 31 of the school year in which the safety busing began. **All** requests are to be submitted on the Safety Busing form found on the Student Transportation Web-site. [www.sde.idaho.gov/site/transportation/](http://www.sde.idaho.gov/site/transportation/) located in (access reports).

### Helpful Information: Getting Started

1. Log in to SISTR. Select "Save and Continue," under Archive Heading

select "View all Submitted Reports & Requests," select "Safety Busing Reimbursement Requests."

2. Enter fiscal year for previous year: 2007-08
3. Look at the number of site requests in that year and record that number for the filing process.
4. Return to the main page to move on to filing process (there are instructions included on filing page).
5. Under Annual Reports select "Safety Busing Requests."
6. Enter Fiscal year 2008-09.
7. If you need a different number of sites from the previous year, ADD or SUBTRACT from the number obtained in step #3 to get to the actual sites requested for this fiscal year 2008-09.
8. Enter the actual number of site requests for fiscal year 2008-09 in the box "Total Number of Sites being requested for Reimbursement" recorded in step #7 and select "Go." This will roll last year's data over into the current year so that it doesn't need to be re-entered. This application will add blank sheets for new sites being requested and will subtract sheets if there are less. If you subtract from previous year number then you may end up **losing** a site you need and will have to change information in the site that was removed.
9. Select the "Instruction" option at the top of the page to complete the process.
10. Confirm information; change what is applicable (such as the new approval year and # of students). Do not include preschool, as they qualify based on an IEP, not on distance and safety busing criteria. Also, do not include shuttles, as safety busing is only to/from home/school (site).



## Jefferson Joint School District #251 Buster The Bus

Buster the School Bus is an outstanding tool for teaching the important lessons of school bus safety. Buster is a fully animated remote controlled school bus robot. With his stop arm he has all the warning devices of a real school bus. He can wink, blink, and move his eyes, and with his smiling mouth he presents a positive and friendly image to young and old alike. He can be used with great success in school classrooms, assemblies, shopping mall exhibits, state and local fairs, and any other setting. Buster can communicate with kids at their eye level, and he is not threatening to little children. Buster is perfect for hugs and kisses from small friends. He's agile enough to maneuver easily in school classrooms and other restricted areas. With his headlights, taillights, and flashing warning lights, he is highly visible.

CERTIFIED "BUSTER THE BUS"  
INSTRUCTOR'S AND  
CERTIFIED "SCHOOL BUS DRIVERS"

**MONICA TOBIAS AND SALLY BIELBY**

CALL AND SCHEDULE YOUR  
APPOINTMENT TODAY  
**Transportation 754-8211**  
**Monica 745-7971 or 705-5027**

Do not use any other process for filing.

If you have any questions call your regional SDE Specialists:

**Virginia Overland** - Regions 1 & 2  
(208) 263-2184 ext. 219

**Brad Jensen** - Region 3  
(208) 332-6851

**Doug Scott** - Region 4  
(208) 543-4566

**Hank Povey** - Regions 5 & 6  
(208) 747-3502 ext. 107.

— *Virginia Overland*



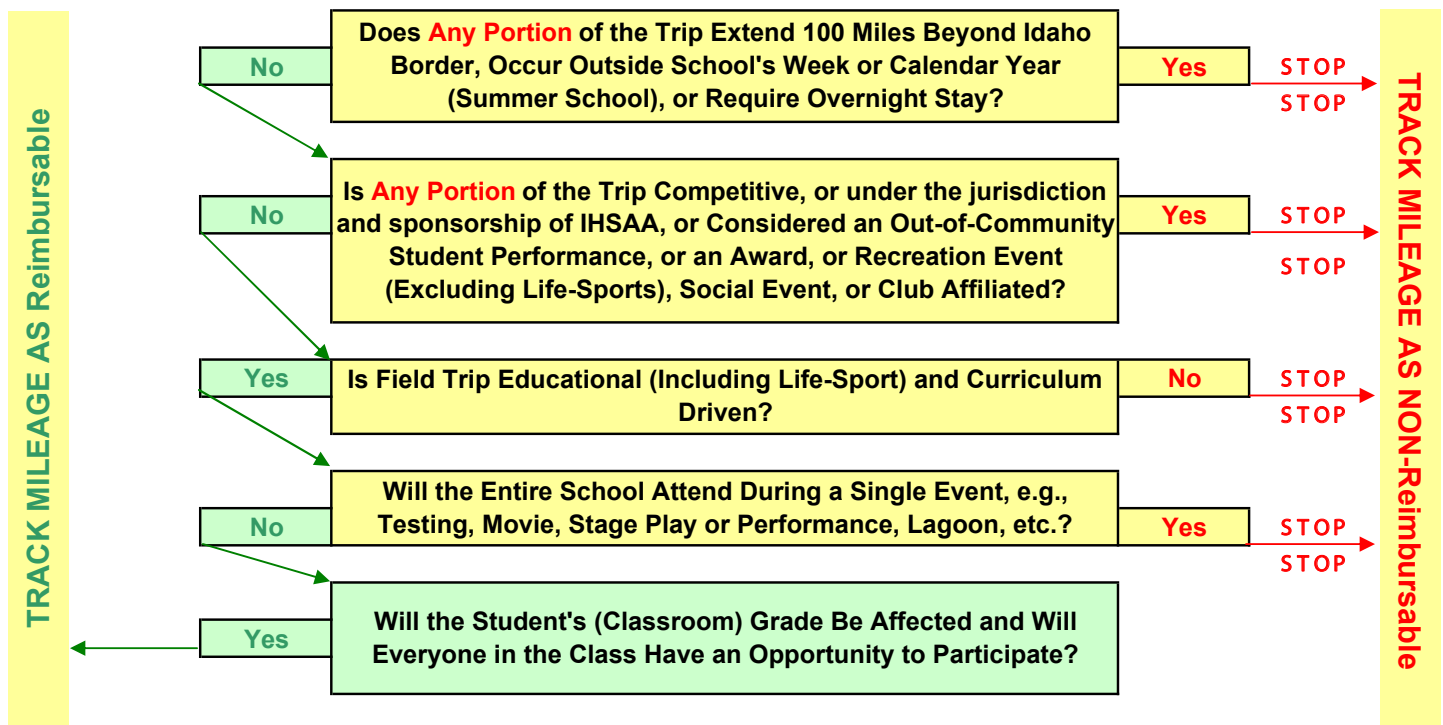
### ROUND OF APPLAUSE



We would like to thank and congratulate Cassia County Joint School District #151 for being the 1st to file for Safety Busing and Buhl Joint School District #412 for being the 1st to file for their Reimbursement Claim!

Rev. 11/08

## Field Trip Mileage Tracking Determination



All allowable costs (salaries, benefits, fuel, etc.) associated with all field trips and activity trips (reimbursable or non-reimbursable) taken on “yellow school buses” should be reported on the Student Transportation Reimbursement Claim Form. Cost associated with **lodging and meals for drivers while on field trips and activity trips are non-allowable costs** and should be posted to a non-reimbursable account or sub-account (e.g., 100-682410-000 or 100-681410-001) and should NOT be reported on the Student Transportation Reimbursement Claim Form.

Revenues received from non-reimbursable field trips and/or leases should be posted to a plant facility fund for the replacement of school buses. Revenues received from reimbursable field trips should be reported on the Student Transportation Reimbursement Claim Form under “Other Revenues Received.”



\_\_\_\_\_ School District

## FIELD TRIP REQUEST FORM

IMPORTANT: ALL TRIP REQUESTS MUST BE SUBMITTED TO \_\_\_\_\_ 10 SCHOOL DAYS PRIOR TO THE DATE OF THE TRIP.

School \_\_\_\_\_ Today's Date \_\_\_\_\_  
Teacher \_\_\_\_\_ Date Of Trip \_\_\_\_\_  
Group \_\_\_\_\_ Begin Loading Passengers \_\_\_\_\_ A.M. P.M.  
# Of Students \_\_\_\_\_ Depart For Destination \_\_\_\_\_ A.M. P.M.  
# Of Adults \_\_\_\_\_ Arrive At Destination \_\_\_\_\_ A.M. P.M.  
Driver: Stay With Bus ☐ Depart From Destination To School Or Original Site \_\_\_\_\_ A.M. P.M.  
Driver: Drop Off & Return ☐ Arrive Back At School Or Original Site \_\_\_\_\_ A.M. P.M.

Description Of Trip: (Include Extra Stops, Times, ETC.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose Of Trip: (Contributions To The Total Educational Program) \_\_\_\_\_  
\_\_\_\_\_

Content Standards Reference Number: \_\_\_\_\_ Relevant Curriculum Attached ☐

## FIELD TRIP TRACKING DETERMINATION

(Please indicate answers to each question.)

- ☐ Yes ☐ No Does **any portion** of the trip extend 100 miles beyond Idaho's Border?  
☐ Yes ☐ No Does **any portion** of the trip occur outside the school week or calendar year?  
☐ Yes ☐ No Does **any portion** of the trip require overnight stay?  
☐ Yes ☐ No Is **any portion** of the trip competitive?  
☐ Yes ☐ No Is **any portion** of the trip under the jurisdiction and sponsorship of IHSA?  
☐ Yes ☐ No Is **any portion** of the trip considered an out-of-community student performance?  
☐ Yes ☐ No Is **any portion** of the trip considered an award?  
☐ Yes ☐ No Is **any portion** of the trip considered a recreation event (excluding Lifetime Sports)?  
☐ Yes ☐ No Is **any portion** of the trip considered a social event?  
☐ Yes ☐ No Is **any portion** of the trip considered club affiliated?  
☐ Yes ☐ No This field trip is educational (including Lifetime Sports for high school only) and curriculum driven?  
☐ Yes ☐ No Will the entire school attend during a single event? (e.g., testing, movie, stage play or performance, lagoon, etc.)  
☐ Yes ☐ No Will the student's (classroom) grade be affected?  
☐ Yes ☐ No Will everyone in the class have an opportunity to participate?  
☐ Yes ☐ No Will the trip be taken in a yellow school bus(es)?

Reimbursable ☐ Non-Reimbursable ☐

TEACHER SIGNATURE \_\_\_\_\_

Bus # \_\_\_\_\_ Total Miles: \_\_\_\_\_

ADMINISTRATOR SIGNATURE \_\_\_\_\_

SUPERVISOR OF TRANSPORTATION SIGNATURE \_\_\_\_\_

Approved ☐ Denied ☐

FUNDING SOURCE / CODE \_\_\_\_\_